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Executive Registry

76-9696/9

18 NOV 1976

Mr. Donald G. Ogilvie  
Associate Director for National  
Security and International Affairs  
Office of Management and Budget  
Washington, D.C. 20503

Dear Don:

Here are three copies of the third monthly progress report of  
the Central Intelligence Agency in compliance with the President's  
Management Initiatives.

Sincerely,



25X1

James H. Taylor  
Comptroller

Enclosure

Distribution:

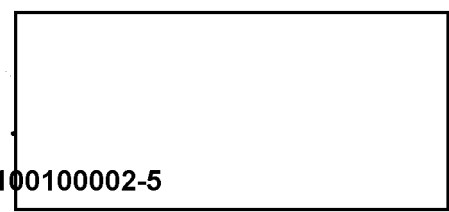
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- 1 - DDS&T, w/enc
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XR 76-10068

Executive Registry

76-8696/8

22 OCT 1976

Mr. Donald G. Ogilvie  
Associate Director for National  
Security and International Affairs  
Office of Management and Budget  
Washington, D.C. 20503

Dear Don:

Enclosed are three copies of the second monthly progress report of the Central Intelligence Agency in compliance with the President's Management Initiatives. The report takes account of the specific requests for supplemental information in your letter of 16 September 1976. I hope that these additional details will provide an adequate response to answer your questions. Let me assure you that CIA will continue to support this effort to improve management in the Federal Government.

Sincerely,

[Redacted Signature]

James B. Taylor  
Comptroller

25X1

Enclosure

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*PMI / White House*

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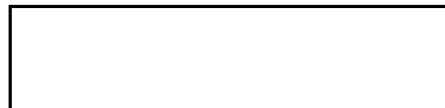
22 OCT 1976

Mr. Donald G. Ogilvie  
Associate Director for National  
Security and International Affairs  
Office of Management and Budget  
Washington, D.C. 20503

Dear Don:

Enclosed are three copies of the second monthly progress report of the Central Intelligence Agency in compliance with the President's Management Initiatives. The report takes account of the specific requests for supplemental information in your letter of 16 September 1976. I hope that these additional details will provide an adequate response to answer your questions. Let me assure you that CIA will continue to support this effort to improve management in the Federal Government.

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James H. Taylor  
Comptroller

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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p>Enclosed is a brief paper giving the additional detail you asked for on CIA's objectives for 1977 and 1978. This supplements the attachment to Mr. Knoche's letter of 6 October 1976, which transmitted those objectives as part of CIA's response to the Presidential Management Initiatives.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
/s/ James H. Taylor					
James H. Taylor, Comptroller				15 OCT 1976	
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*PMI / White House bop*

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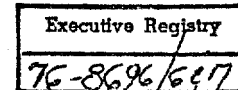
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White House Box



15 SEP 1976

The Honorable Jack Eckerd  
Administrator  
General Services Administration  
Washington, D. C. 20405

Dear Mr. Eckerd:

This is to acknowledge your two letters of September 3 to Mr. Bush on GSA surveys of Government efforts to reduce mailing costs and to make more efficient use of reproduction equipment.

We note that your studies are being undertaken as part of the Presidential Management Initiatives effort being conducted by the Office of Management and Budget. The Agency is entirely in sympathy with that effort and cooperating fully via classified reports to OMB on all aspects of the program, including the specific items covered by your letters. We have an extensive program for controlling reproduction equipment costs and have described it in detail. We believe, and OMB agrees, that the question of mail costs is of minimal concern in our case. In accordance with existing understandings between our two agencies, which stem from the classified nature of CIA's business and the fact that CIA cannot provide responses that are both unclassified and meaningful, we will continue reporting directly to OMB on these matters.

Sincerely,

/s/ E. H. Knoche

E. H. Knoche  
Deputy Director

O/Compt:ResStaff:Ang/HBoatner:jes

Retyped for changes

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Remarks:

3637 (7-76)

Executive Secretary

*7 Sep.*

Date

STAT

EXECUTIVE SECRETARY FILE *has many initiatives*  
*What have they*



September 3, 1976

Honorable George Bush  
Director, Central Intelligence Agency  
Washington, DC 20505

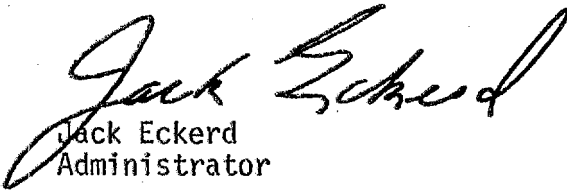
Dear Mr. Bush:

At his management meeting on July 23, the President directed the departments and several agencies to take a number of management initiatives. The Director of the Office of Management and Budget summarized specific actions to be initiated by the agencies in his memorandum of July 27.

In the Director's Memorandum, Item 4-B-5 (renumbered as 4.II.E. in the OMB Memorandum dated August 13) requires agencies to take actions to more efficiently utilize reproduction equipment and field duplication services. The General Services Administration was directed to review the agencies' efforts in this regard and to report to the President by October 21 the savings that have been or can be realized. Enclosed are instructions for preparing and submitting the data needed for the report for the President.

Requests for additional information should be directed to the Copy Management Branch, National Archives and Records Service, GSA, telephone 376-8815.

Sincerely,

  
Jack Eckerd  
Administrator

Enclosure

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# EXECUTIVE SECRETARIAT

## Routing Slip

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Remarks:

3637 (7-76)

Executive Secretary

Date

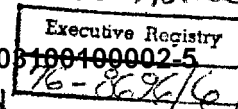
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EXECUTIVE SECRETARY FOR

*Pres. Man. Amato*  
*White House*

GENERAL SERVICES ADMINISTRATION

WASHINGTON, DC 20405



September 3, 1976

Honorable George Bush  
Director, Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Bush:

At his management meeting on July 23 the President directed the departments and several agencies to take a number of management initiatives. The Director of the Office of Management and Budget (OMB) summarized specific actions to be initiated by agencies in his memorandum of July 27. Under item 4-B-8 of the Director's memorandum (renumbered as 4-II-H in OMB memorandum dated August 13), agencies are to:

Report to the National Archives and Records Service (NARS) by September 21 on achieved and expected savings in mail practices.

The enclosed instructions for preparation of the September 21 and followup reports to NARS were coordinated with OMB. A list of suggested mail management actions has been included with the enclosed reporting instructions. GSA Bulletin FPMR B-63 of April 9, 1976, subject: Reducing Mail Costs, provides additional guidelines for avoiding unnecessary mail costs. Each agency action should be reviewed for conformance with the budgetary requirements specified in Section 13.5(s) of OMB Circular No. A-11.

NARS and the United States Postal Service (USPS) are preparing a plan on ways in which we can assist agencies in achieving savings in their mailing practices. Requests for assistance should be directed to the Mail Management Branch, National Archives and Records Service, GSA, telephone 376-8819.

Sincerely,

Jack Eckerd  
Administrator

Enclosure

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Executive Registry

COMPT

76-1199

24 AUG 1976

*White House Box  
"Presidential Management  
Initiatives"  
18 Aug 76*

The Honorable James T. Lynn  
Director  
Office of Management and Budget  
Washington, D.C. 20503

Dear Mr. Lynn:

Enclosed are three copies of the CIA plan for implementing the Presidential Management Initiatives effort. Incorporated in this document are the reports due on 3 September 1976 on telephone usage, executive development systems, and internal position management and classification.

Sincerely,

/s/ E. H. Knoche

E. H. Knoche  
Deputy Director

Enclosure

cc: Ms. Nanette Blandin (w/enc)

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